

UNITED STATES DEPARTMENT OF AGRICULTURE
EXTENSION SERVICE
Washington 25, D. C.

September 10, 1946

For your information
and appropriate action

TO STATE SUPERVISORS, EMERGENCY FARM LABOR:

Subject: What's What in Labor Utilization

At a recent meeting of the farm labor supervisors of five Midwestern States we were requested to review the material on labor utilization and make a digest of the items of particular significance at this time. In doing this we have selected what we feel are good examples of activities that will be most helpful to you in expanding your labor utilization program during the coming season.

The following four documents are basic in describing the field of labor utilization, what the States are doing, and what is available for reference reading. (These documents were sent to you at the time of release. If you do not have copies, they may be obtained from this office.)

1. Farm Work Simplification. Report of activities, results, and available materials. Extension Farm Labor Circular No. 21. December 1944.
2. Training Farm Workers. Report of training methods and materials that have been found most useful. Extension Farm Labor Circular No. 30. August 1945.
3. Research Results in Farm Work Simplification. Special issue of the Work Simplification News Letter. No. 13. October 1945.
4. Labor Utilization Activities. Excerpts from reports of State extension services. Extension Farm Labor Circular No. 34. August 1946.

Anyone wishing to keep up on current material being developed in labor utilization and farm work simplification should have access to the following:

1. Work Simplification News Letter. Issued periodically by the Farm Work Simplification Laboratory at Purdue University. (Write to L. S. Hardin, Department of Agricultural Economics, Purdue University, West Lafayette, Ind., if you wish to be placed on the mailing list.)
2. Circular Letters of the Labor Utilization Division, Extension Service, USDA. Sent periodically to the State farm labor supervisors, and copies to extension directors and editors. (Others should write to this office if they wish to be placed on a special mailing list for receiving these letters and enclosures.)

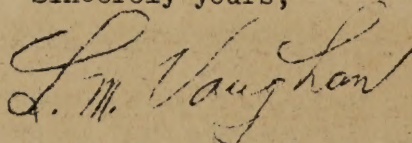
3. Current Farm Labor News Letter. Weekly letter to State directors of extension from Deputy Director of Extension, USDA, in charge of Farm Labor Program (for administrative use only--copies sent to State farm labor supervisors).

We are attaching to this letter three mimeographed statements, one on State publications, one on background studies, and one on motion pictures. We do not hesitate to recommend that more work of this nature be sponsored under the farm labor program, and that financial assistance be given when needed.

1. List of selected State publications which represent "must" reading for those who want to become familiar with some of the best and most recent publications in the field of farm labor utilization. (A number of these have been sent to you. Write directly to the State of origin for any that you do not have.)
2. List of farm labor studies being made in Indiana in 1946-47. These studies illustrate a type of background analysis very much needed for a constructive educational program with farm people. The studies are being financed jointly by farm labor and regular funds, under the direction of various members of the Department of Agricultural Economics. (Write to Earl L. Butz, Head, Department of Agricultural Economics, Purdue University, West Lafayette, Ind., for further information on the project.)
3. List of motion picture films dealing with various phases of labor utilization. Most of these films contain ideas for farm audiences in any area, and also serve as excellent visual aids for training courses in labor utilization. (Copies needed for regular use in your State should be purchased through the Extension Service of the State of origin. Copies marked * may be borrowed from this office for review purposes or special meetings.)

This is our best in rounding out for you a "What's What in Labor Utilization." If we can be of further help to you in making this work a practical and worthwhile part of your farm labor program, don't hesitate to call on us.

Sincerely yours,



L. M. Vaughan, Chief
Labor Utilization Division
Extension Farm Labor Program

Attachments

(Copy with attachments to directors, editors, and farm economists)

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SPECIAL LABOR UTILIZATION STUDIES

Indiana is making eight specific short-time studies in farm labor utilization, financed jointly by farm labor and regular funds. The field work is being done during the summer and fall of 1946. Reports will be completed during the winter months of 1946-47.

The studies are under the direction of a competent person from the staff of the Department of Agricultural Economics, with graduate students assigned to each project. For further information about the project write to Earl L. Butz, Head, Department of Agricultural Economics, Purdue University, West Lafayette, Ind.

These studies in Indiana represent a type of background analysis very much needed for a constructive educational program with farm people. The results will be helpful to any group or agency dealing with farm labor problems. The eight studies are as follows:

1. The Movement, Utilization, and Housing of Migrant Agricultural Workers.

To determine pattern of movement in Indiana; information on needs, dates of work, housing conditions; etc. About 200 schedules.

2. Changes in Farm Labor Utilization and Related Factors.

To get changes in facilities and farm services available on identical farms from which similar information was obtained in 1910, 1913, 1919, and 1932. About 100 schedules in Forest Township, Clinton County.

3. Amount, Characteristics, and Utilization of the Farm Labor Force.

To get a more accurate measure of the farm labor force; family labor make-up; and how labor is utilized. About 60 schedules in Tippecanoe and Tipton Counties.

4. Variations in Labor Requirements and Returns.

To determine the time requirements for various crop and live-stock operations by areas and to study them in relation to returns. Separate schedules for crops and livestock.

5. A Pictorial Record of Labor-Saving Practices and Devices.

To make an inventory of films available; edit old pictures for current use; locate new ideas on farms and take pictures; prepare a syllabus for each film or set of slides.

Prepared by Labor Utilization Division, Extension Service, USDA.

6. The Influence of Mechanical Equipment, Work Methods, and Production Practices on the Effectiveness of Labor Utilization With Selected Crops.

To make a careful analysis of the set-up and methods used by a few well-selected crop farmers; measure labor requirements by methods; etc. About 40 schedules.

7. The Influence of Buildings, Equipment, and Work Methods on the Effectiveness of Labor Utilization With Selected Livestock Enterprises.

To make a careful analysis of the set-up and methods used by a few well-selected livestock farmers; measure effect of building arrangement on labor requirements; etc. About 40 schedules.

8. The Relationship of Labor Efficiency to Farm Earnings and Other Business Analysis Factors.

To determine factors affecting labor efficiency and their relationship to earnings; to find the most accurate measure of labor efficiency for various conditions. An office study of all available farm management records.

SELECTED STATE PUBLICATIONS ON LABOR UTILIZATION

"Best sellers" have been selected in many fields of work. The following list is not exactly of that nature, but it does represent "must" reading for those who want to become familiar with some of the most recent State publications in farm labor utilization. An attempt has been made to bring together a short reference list that might provide a well-rounded collection of the various types of publications available. (Write directly to the State of origin for copies desired.)

Work Simplification

Labor Saving Through Farm Job Analysis. Dairy barn chores. Vt. Agr. Expt. Sta. Bul. 503. June 1943. The results of a study of the ways of getting chores done in less time and with less effort. A detailed report of the savings made on one dairy farm. Specific suggestions on how to tackle an investigation of this kind.

Celery Harvesting Methods. Fla. Expt. Sta. Bul. 404. Nov. 1944. The results of a detailed study of the harvesting and packing operations of nine large celery organizations. A description of methods commonly used, variations in labor requirements, analysis of operations, crew organization and management, and mechanical harvesting.

Simplifying the Work and Management of Hog Production. Ind. Agr. Expt. Sta. Bul. 506. 1945. A summary of suggestions for making hog production easier, based on a survey of work methods commonly used and a detailed case study of five highly successful and efficient operators.

Easier Ways To Do Farm Work. Burley tobacco series. Ky. Agr. Ext. Div. Leaflets. 1944-45. Each leaflet in the series is devoted to a major operation in tobacco production, from pulling plants to stripping and pressing. All leaflets describe the best of the methods observed and tested by time and motion analysis.

Labor Management

How To Pick. Fruit and vegetable series of training folders. Mich. Ext. Service Folders. 1946. Each folder in the series is devoted to a single commodity such as tomatoes, pickles, cherries, and berries of various kinds. All folders tell the worker how he can earn more money, make the job easier, and do better work.

Are You a Good Boss? N.Y. Ext. Bul. 666. An outline and discussion of some of the practices applied by farmers who have been successful in handling their workers. A summary of the basic rules of dealing with people which tend to create favorable situations for the performance of work.

Prepared by Labor Utilization Division, Extension Service, USDA.

Farm Labor Management. Mich. Expt. Sta. F.M. 359. Aug. 1944. The results of a study of why hired men stay longer on some farms than on others. A summary of aids to keeping hired help on the farm.

Harvest Labor Efficiency. Fruit and vegetable series. Oreg. Ext. Service Circulars. 1944. The results of a study of the factors affecting the productivity of workers, such as sex, age, experience, and supervision. Each circular is devoted to a single commodity.

Farm Organization

Man Labor Requirements. Fruit and vegetable series. Oreg. Expt. Sta. Bulletins. 1944. Each bulletin in the series is devoted to special commodities, such as potatoes, beans, cane fruits and tomatoes, apples and pears. All bulletins describe the work involved in handling the commodity and give a detailed monthly distribution of labor requirements by operations.

Balancing the Labor Load. Tenn. Agr. Ext. Service Pub. 264. Aug. 1942. A description and graphical presentation of the seasonal distribution of labor by major enterprises. Some labor-saving shifts and practices. A procedure for analyzing the labor load on any farm.

Farmstead Planning. Minn. Ext. Service Folder 135. Sept. 1945. A digest of the essentials in a good arrangement of buildings to save time and travel in performing work done around the farmstead.

Labor Saving Shortcuts. Kans. Ext. Service Cir. 188. Oct. 1945. A pictorial publication of labor-saving ideas that make it easier to carry out a productive and profitable farm program.

Background in Basic Principles

Farm Management Manual. N.Y. Agr. Ext. Service A.E. 530. Oct. 1945. A manual for instruction of county agents in the background essential for local programs. A major section of the manual is devoted to saving labor on farms.

More Work With Less Effort. N.J. Ext. Service Mimeog. Aug. 1945. A publication to stimulate farm people to increased consideration of their work methods. Outlines the basic principles of work simplification and a procedure for job improvement.

Reprints From Journal of Farm Economics on farm work simplification studies. A series of articles on an analysis of work simplification research methods and results, future of work simplification research, and extension use of farm work simplification. (Extra copies available from Farm Work Simplification Laboratory, Purdue University, Lafayette, Ind.)

A selected list of 16 mm. films dealing with various phases of labor utilization. Most of these films contain ideas for farm audiences in any area, and serve as excellent visual aids for training courses in labor utilization.

Copies of the films marked * are on file in the Labor Utilization Division, Extension Service, USDA, and may be borrowed by the States for review purposes and for use at special meetings. Copies needed for regular use at farm meetings should be purchased through the Extension Service of the State of origin.

16 mm. Silent Films

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| Apples | - <u>Orchard Brush Removal.</u> Modern methods and equipment for removing orchard brush. N.Y. 400 ft. Color. |
| | - <u>Picking Pointers for Apple Pickers.</u> Training film. N.Y. 400 ft. Color. |
| Asparagus | - <u>Packing Asparagus for Fresh Market.</u> Packing-shed operations of an efficient grower. Ill. 400 ft. Black and white. |
| Beans | * <u>Picking Pole Snap Beans.</u> Training film for youth workers. Oreg. 300 ft. Black and white. |
| | * <u>Suggestions to Bean Pickers.</u> Training film. N.Y. 400 ft. Color. |
| Celery | * <u>Celery Harvesting Methods.</u> Methods of performing work under Florida and New York conditions. N.Y. 682 ft. Color. |
| Citrus | - <u>Harvesting Citrus Fruit.</u> Training film. Fla. 600 ft. Black and white. |
| Dairy | - <u>Correct Milking.</u> Rapid milking procedure on one farm. N.J. 600 ft. Color. |
| | * <u>Making Minutes Count.</u> Labor-saving methods in doing dairy barn chores on one farm. Vt. 729 ft. Black and white. |
| Hay | - <u>Easier Methods of Handling Alfalfa.</u> Contrasts older and newer methods. Nebr. 400 ft. Black and white. |
| | - <u>Easier Methods of Handling Wild Hay.</u> Nebr. 400 ft. Black and white. |
| | * <u>Easier Ways To Make Hay.</u> Compares various haying methods. N.Y. 400 ft. Color. |
| | * <u>MacDuffie's Hay Blower in Action.</u> Use of buck rake and blower for handling hay. N.Y. 366 ft. Color. |

- Home
- Simplification in Housework. N.J. 400 ft. Black and white.
 - Making Movements Count in Housework. Ind. 400 ft. Black and white.
 - Work Simplification Series. Canning Beans; Making Beds; Setting a Table. Iowa. Approximately 400 ft. each. Black and white.
 - * Using Easy Motions. An instructional film on principles of work simplification illustrated by cleaning a room. Vt. 691 ft. Black and white.
- Job Analysis
- * Take It Apart and Put It Together Again. How to improve a work method. N.J. 185 ft. Black and white.
 - Simplifying Farm Work. Principles of job analysis illustrated with farm jobs. Ind. 800 ft. Color.
- Onions
- Onion Harvest. Easier methods for performing necessary operations. Colo. 300 ft. Black and white.
- Potatoes
- Potato Harvest Methods. N.J. 400 ft. Black and white.
 - Taking Backache Out of Potato Harvest. N.J. 400 ft. Black and white.
 - Potato Harvesting Methods in Oregon. Oreg. 500 ft. Black and white.
 - * Pointers for Potato Pickers. Comparison of experienced and inexperienced picker. N.Y. 226 ft. Black and white.
 - More Potatoes With Less Help. N.Y. 700 ft. Black and white.
 - Ways To Save Labor and Money in Cutting Seed Potatoes. Colo. 300 ft. Black and white.
 - Ways To Save Labor and Money in Harvesting Potatoes. Colo. 300 ft. Black and white.
- Poultry
- * Steps Take Time in Gathering and Packing Eggs. N.Y. 600 ft. Black and white.
 - Steps Take Time in Feeding Hens. N.Y. 600 ft. Black and white.
 - Steps Take Time in Watering Hens. N.Y. 300 ft. Black and white.
- Strawberries
- * Picking Strawberries. Training film. Oreg. 300 ft. Black and white.

- Sugar Beets - Easier Methods of Thinning Sugar Beets. Colo. 200 ft. Black and white.
- Sweet Corn - Snap Sweet Corn Easier and Faster. Ill. 325 ft. Black and white.
- Tobacco - Hand Setting Burley Tobacco. Ky. 375 ft. Black and white.
- Transplanting Burley Tobacco. Ky. 375 ft. Color.
- Priming Burley Tobacco. Ky. 300 ft. Black and white.
- Harvesting Burley Tobacco. Ky. 400 ft. Color.
- Stripping Burley Tobacco. Ky. 400 ft. Black and white.
- Tomatoes * Making Movements Count in Picking Tomatoes. Ind. 400 ft. Black and white.
- Suggestions to Tomato Pickers. Training film. N.Y. 300 ft. Black and white.
- Picking Tomatoes for Canning. Educational film on what to pick. N.Y. 300 ft. Color.

16 mm. Sound Films

- Cotton * Some Pickin'. Showing techniques used by top pickers. USDA. (Copies in cotton States depositories.) 625 ft. Black and white.
- Better Work Methods - Farm Work Simplification. Procedure for improving work methods illustrated by farm jobs. (Contact nearest office of Sinclair Refining Company.)
- Time's A'Wastin'. Labor-saving ideas on farm equipment, building arrangement, and work methods. (Distributed by C. L. Venard Organization, Peoria 2, Ill.)

Slidefilms

(Order by number from Photo Lab, Inc., 3825 Georgia Ave., N.W., Washington 11, D. C.)

- 630 * Labor Efficiency on the Farm
- 652 * Learning About Farm Jobs From Pictures
- 612, 612A * Set of pictures on Vermont dairy barn study for use with Vt. Expt. Sta. Bul. 503.
- 1357 (9-46)

